



Wyoming Department of Education

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MEMORANDUM NO. 2008 - 125

TO: School District Superintendents
Special Education Directors
WISE Coordinators
Business Managers

FROM: Vince Meyer *V.M.*
Data Services Supervisor
Technology, Careers, and Data

DATE: Aug 29, 2008

SUBJECT: WDE425 – WISE Special Education – Fall Snapshot
WISE Data Submission Training

SUBMISSION INFORMATION

The Wyoming Department of Education (WDE) is announcing changes to the 2008-09 WDE425 – WISE Special Education – Fall Snapshot data collection.

This memorandum will provide details on the differences in this school year's collection and will provide details on the scheduled Wyoming Equality Network (WEN) video training.

Information on the WDE425 Collection

What is the WDE425 data collection?

The WDE425 is the fall snapshot collection for the 2008-09 school year regarding data for students identified with a disability and currently served on an Individual Education Program (IEP).

How is this Year's Collection Different from Last Year?

- a. New data element (introduced on the WDE427). The "StudentSpecialEducation" data elements describe the specially designed instruction a student with a disability needs in order to access the general curriculum. Specially designed instruction means adapting, as appropriate, the content, methodology, or delivery of instruction.
- b. The snapshot date of this collection was changed to November 1 this year (previously December 1) to ensure data verification and cleanup

are finalized prior to Christmas break. This change became necessary to enable the Department to meet federal reporting deadlines.

When is the Collection Window?

The collection will be submitted through the State Report Manager (SRM) on the WISE data system. The data collection window is from November 1, 2008 through November 14, 2008. The fall 2008 WDE425 data collection is due on or before November 14, 2008.

What is the Snapshot?

A snapshot date in a data collection is a date in which you will take a theoretical picture of your Student Information System (SIS). For the fall 2008 WDE425 data collection, your district will need to report any student identified and receiving services under the Individuals with Disabilities Education Act (IDEA) on the snapshot date. The snapshot for the fall 2008 WDE425 data collection is November 1, 2008.

Where are the Collection Documents Posted?

The WDE425 data elements will be available on the WISE website no later than September 12, 2008. A link to the WISE website is available through the Forms Inventory at:

https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=425. The business rules and guidebook will be available by October 2008. School districts will be contacted via e-mail once these documents have been posted to the WISE website.

Information on the WDE425 Training

When is it?

The WDE425 training will be held on **October 2nd from 2:00 p.m. to 3:50 p.m.** via the WEN.

Who Should Attend?

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with the person(s) responsible for completing the WDE425 data collection.

What is the Agenda?

This training will detail the submission process and provide helpful hints while working with the State Report Manager (SRM) for the WDE425 data collection.

Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions (FAQ). The questions, along

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with the corresponding answers, will be presented in the training. Content personnel will also be available to answer any additional content questions that district personnel may have.

When to Sign Up?

If you are interested in joining this training, please contact your local high school or community college and ask their local WEN Video scheduler to sign up your site. **The last date to sign up your WEN site is September 25, 2008.**

Who to Contact for More Information?

If you have any questions regarding the content for the WDE425, please contact Stephanie Weaver at 307-777-2560 or sweave@educ.state.wy.us.

If you have any questions regarding the submission process for the WDE425, please contact Leslie Zimmerschied at 307-777-8751 or lzimme@educ.state.wy.us.

If you have any questions about the WISE project, please contact Shadd Schutte at 307-777-3656 or sschut@educ.state.wy.us.

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